

Section 8 Housing Choice Voucher Program



City of Phoenix Housing Department Section 8 Housing Choice Voucher Program Pre-Application Opening for the Wait List Frequently Asked Questions

Tues., Sept. 12 at 8 a.m. through Tues., Sept. 26 at 7 p.m. AZ time

Pida ayuda si leer o hablar en inglés le resulta difícil.

如果在閱讀和說英語方面存在困難，請尋求幫助

Molimo Vas da zatražite pomoć ako teško čitate ili govorite engleski jezik

Vui lòng yêu cầu xin được giúp nếu khó đọc hoặc trở ngại khi nói tiếng Anh

يُرجى طلب المساعدة إذا كنت تواجه صعوبة في القراءة أو في التحدث باللغة الإنجليزية.

When is the pre-application for the wait list going to open? The City of Phoenix Housing Department ("COPHD") Section 8 Housing Choice Voucher ("HCV") pre-application for the wait list will open **Tues., Sept. 12 at 8 a.m. through Tues., Sept. 26, 2023, at 7 p.m. Arizona (AZ) time.**

There is no need to rush to submit a pre-application because placement on the wait list is not first-come, first-served. Placement on the wait list will be done by computer-randomized order and is not based on when the pre-application is submitted. Anyone may submit a pre-application for the wait list.

How do I apply?

Online: Applicants may complete the pre-application online at phoenix.gov/housing in English, Spanish, Vietnamese, Chinese Mandarin, Chinese Cantonese, Korean, and Swahili. Applicants may use a personal computer, smartphone, tablet, etc., or may use a public computer with internet access. Self-service computer and internet access are available at City of Phoenix Public Libraries; for locations and hours, please visit phoenixpubliclibrary.org/locations. If you need to use one of the Library's self-service computers with accessibility features, go to this link for information about accessible features: phoenixpubliclibrary.org/services/accessibility-resources.

Section 8 Housing Choice Voucher Program



Paper: A paper pre-application is also available in English, Spanish, Vietnamese, Chinese Mandarin, Chinese Cantonese, Korean, Swahili, Arabic, and in alternate formats. To request a paper pre-application, you may:

- Visit the COPHD Section 8 office located at 830 E. Jefferson Street, Phoenix, AZ, during regular business hours throughout the pre-application opening period.
 - Evening hours are available Tuesdays and Thursdays from 5 p.m. to 7 p.m.
 - Weekend hours are available Saturdays and Sundays from 10 a.m. to 2 p.m.
- Email S8waitlist@phoenix.gov.
- Call 602-534-3030.

Paper pre-applications may be returned to the COPHD Section 8 office in one of the following ways by Tues., Sept. 26, 2023, at 7 p.m.:

- In-person at 830 E. Jefferson Street, Phoenix, AZ, during the times listed above.
- In a sealed envelope in the secure drop box in front of the office at any hour.
- By email to S8waitlist@phoenix.gov.
- By fax to 602-534-4243.
- By mail to 830 E. Jefferson Street, Phoenix, AZ 85034, with a postmark no later than Tues., Sept. 26, 2023.

Does it cost to apply? No, there is no cost to apply for or to receive a Section 8 Housing Choice Voucher.

Who may apply to the Section 8 HCV Program? Anyone interested in submitting a pre-application for the wait list may apply.

Who is eligible for the Section 8 HCV Program? There are no eligibility requirements to submit a pre-application. Full program eligibility will be verified when the applicant is selected from the wait list as vouchers become available.

Free assistance will be provided to anyone who asks for help during the pre-application period.

- For people who are Hard of Hearing or Deaf: call 711 or call COPHD directly using your Video Relay Services provider.
- For people with low vision or blind: the Web Application is compatible with screen reading software, and the paper pre-application can be requested in an alternate format.
- For assistance with the following areas during the pre-application opening, please call 602-534-3030, email S8waitlist@phoenix.gov, or write to us or visit us at 830 E. Jefferson Street, Phoenix, AZ 85034:
 - Reasonable accommodation or auxiliary aid requests
 - Language assistance
 - Questions about the pre-application



Section 8 Housing Choice Voucher Program



- Help filling out the form
- Other requests for persons with disabilities
- Assistance with alternate formats of the pre-application

How can I request a reasonable accommodation from COPHD for the Section 8 HCV pre-application process? Please call 602-534-3030 during the pre-application period only, email S8waitlist@phoenix.gov, or write to us or visit us at 830 E. Jefferson Street, Phoenix, AZ 85034.

What do I need to have before I start the pre-application? An address where you may receive information related to your application, email, phone number, information on you and your family members (race, ethnicity, date of birth, etc.), and the total household income of all adult members. **Social security numbers and citizenship or immigration status are not required for the pre-application.**

Will I get confirmation that I submitted a pre-application? When you submit the pre-application online, you will get a confirmation number via email. Take a picture or write down the number because you will need it. If you submit via email, print, and save the sent email. If you turn in a paper or email pre-application, you will receive a confirmation in the mail.

What happens to my pre-application when the pre-application period closes? All completed pre-applications will be placed on the wait list using a random number created by a computer. The wait list is not first-come, first-served.

How can I check my wait list status and stay on the wait list? Applicants must notify COPHD of any changes in address, phone, and email. When you receive a letter from COPHD about your pre-application, you must respond by the date listed in the letter, or your pre-application will be removed from the wait list. To update your information or to check the status of your pre-application, you may use any of the following:

- At the MyHousing website on the Applicant Portal:
phxhousing.myhousing.com/Account. The Applicant Portal requires registration and the use of the pre-application confirmation number. The Applicant Portal registration and pre-application status will be available approximately 30 days after the wait list closes.
- Telephone at 602-534-1974
- Mail to the COPHD Section 8 office at 830 E. Jefferson St., Phoenix, AZ 85034
- In person during regular office hours (at the COPHD Section 8 address above)

Section 8 Housing Choice Voucher Program



City of Phoenix



Project-Based Voucher Units: COPHD administers project-based vouchers (PBV) located across the city of Phoenix. If a PBV site pre-application opens while the opening of the HCV pre-application is in progress, applicants may choose to submit a pre-application for the PBV wait list(s). Applying to a PBV program does not impact the applicant's position on the HCV tenant-based list. Placement on the PBV wait list will also be done by computer-randomized order and is not based on when the pre-application is submitted.

Commitment to Fair Housing and Nondiscrimination: The City of Phoenix does not discriminate based on race, ethnicity, sex, gender identity, color, religion, marital status, familial status, national origin, age, disability, ancestry, source of income or sexual orientation in the access to, admission into, or employment in housing programs or activities. The COPHD does not discriminate under the Fair Housing Act, Title VI of the Civil Rights Act, Section 504 of the Rehabilitation Act of 1973, or Title II of the ADA.